

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services  
FROM : Chief, Organization and Methods Service  
SUBJECT: Transfer of Shipping to Procurement.

DATE: 4 April 1952

25X1A 1. Since talking to you this morning, I have talked with [redacted] of OPC who is of the opinion that OPC would strongly oppose the above mentioned transfer.

2. This makes two primary customers, OPC and OSO, against the transfer.

25X1A 3. [redacted] stated that he would expedite (I told him we needed it immediately) a memorandum from OPC expressing OPC's viewpoint.

4. As far as I can learn, the fact that Shipping has been separated from Procurement has not caused any difficulty.

5. The transfer of Shipping to Procurement seems to me a rather academic question. The primary shipping instructions are issued by the operating departments. If for some reason Procurement wants to change them, it still has to be taken up with the operating departments through Shipping. If Procurement had the total say-so, it is conceivable that they might take into their own hands the method of shipping (for instance, air instead of sea) to make up a delay in Procurement without consulting the operating office, with the result that such form of shipment might not fit into operational plans.

6. Unless, therefore, Shipping can be physically located in the warehouse, I do not see where we gain anything by merely transferring the office to which it reports. I recommend that we leave Shipping where it is until such time it can be transferred to the new warehouse and/or we can effect a realignment of functions between Procurement and Administrative Service that would be sound and effective.

25X1A [redacted]

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